

~~CONFIDENTIAL~~

MINUTES OF THE INTRA-AGENCY COMMITTEE ON ADMINISTRATIVE OVERT PROCEDURES
Fifth Meeting held 9 May 1949
1100, Room 227 Administration Building

Present: John Warner

- General Counsel
- Budget Office
- Management Office
- Services Office
- Personnel Office
- Inspection and Security
- Management Office
- Chairman
- Acting Recorder

1. Comments on the minutes of the last meeting were invited. The Chairman corrected the spelling of the word "consensus". The Chairman questioned the paragraph marginal format indicated in paragraph number 5. The outline was discussed and was accepted as shown in the minutes. The Chairman raised a question about paragraph number 8, Disagreement number 2. This was changed to read as follows:

Disagreement

2. Method of treating subjects under the category:
One subject in one insurance
vs. same subject in different major subject sections.

2. It developed that the essence of Disagreement number 3 of the previous minutes had not been understood by all committee members. The committee decided to recommend the use of a tab system similar to that of the covert committee thereby eliminating Disagreement number 3.

3. As an item of new business the committee decided to recommend the use of white tabs throughout the manual.

4. There was little discussion as to problems evolving in organizing title headings and sub-headings. Mr. [redacted] pointed out that it would be impossible to avoid some duplication.

5. The Chairman emphasized the need for a draft recommendation to be submitted to the Executive indicating the committee's recommendations for a manual system.

[redacted]
Acting Recorder

~~CONFIDENTIAL~~

9/5/49